

DETROIT FEDERAL EXECUTIVE BOARD'S

Strategic and Operational Work Plan

for FY 2014

VISION

To be catalysts for better government.

MISSION STATEMENT

Increase the effectiveness of Federal Government by strengthening coordination of government activities.

GUIDING PRINCIPLES

1. Integrity
2. Service
3. Excellence

STRATEGIC OBJECTIVES

The Federal Executive Boards will –

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative functions.

OPERATIONAL GOALS

Line of Business # 1:

Emergency Preparedness, Security and Employee Safety

This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency readiness and recovery, and to educate our Federal workforce on issues in emergency situations.

The Detroit FEB will:

1. Sponsor an Emergency Planning Intergovernmental Continuity Working Group that will work directly with FEMA Region V and meet quarterly.
 - a. The FEB will invite Federal Agencies within the metropolitan Detroit area to participate.
 - b. The FEB will invite participation from the State, Local, County and Tribal community.
 - c. The FEB will disseminate Continuity information to/from Headquarters' establishments within a timely manner.
 - d. The working group will provide emergency management training, educational programs and technical assistance to members as requested.
 - e. The working group will host a minimum of one interagency tabletop exercise annually, if resources allow.
2. Operate an All Hazards Emergency Notification and Advisory Plan to include:
 - a. Maintaining a 24/7 database of contacts for agencies and COOP specialists; updating at least once annually
 - b. Maintaining a 24/7 communications system via Communicator NXT! and test at least once annually
3. The FEB Executive Director will support DHS, FPS, and GSA, by sending messages describing real time emergencies when requested. Maintain the emergency contact list for FEB members (150+ listings) updating bi-annually.
4. The FEB Executive Director will liaise with GSA and FEMA regional principals when possible. Executive Director will attend RISC quarterly meetings at local FEB expense as often as possible.
5. The FEB Executive Director will participate in Local emergency planning meetings and attend as often as possible.
6. The FEB Executive Director will invite appropriate emergency preparedness/response personnel to give briefings and trainings, and participate in our Intergovernmental Working Group meetings.
7. The Detroit FEB will stand ready to assist in an emergency with designated regional backup FEBs.

Line of Business # 2:

Workforce Development and Support

This Line of Business facilitates interagency communication, shared best practices and workforce education. The goal is to provide accurate, timely and useful information to our members.

The Detroit FEB will:

1. Sponsor Human Capital Best Practice Forums annually:
 - a. 37th Annual Employee Recognition Ceremony to honor Public Servants.
 - b. Equal Employment Opportunity/Diversity and Inclusion
 - Support the Diversity Council at monthly meetings.
 - Sponsor activities/events that will provide a forum to promote diversity and inclusion.
 - Advertise for, and support attendance of Agencies' special emphasis events.
 - c. Advocate for Veterans employment in any way possible.
2. Sponsor Education/Training and Enrichment programs based on local needs:
 - a. Conduct training sessions for member agencies upon request such as Mentoring/Coaching and Team Building.
 - b. Management / Labor Training – partner with Federal Mediation and Conciliation Services to educate Management and Labor on ways to work together productively.
 - c. Pre-Retirement Planning – offer CSRS, FERS and TSP training when member budgets support the training.
 - d. Personal Financial Planning – continue to partner with Peoples Trust Credit Union (PTCU) for Lunchtime Learning sessions offered free of charge to Federal employees.
 - e. Health and Fitness Information – sponsor Lunch-n-Learn series to educate on the benefits of a healthy lifestyle.
 - f. Manage the Diversity Council's Lending Library, consisting of a variety of management and diversity titles.
3. Provide mediators to agencies upon request, track results, and evaluate our Alternative Dispute Resolution (ADR) efforts through the FEB Shared Neutrals program.
 - a. Provide refresher training for our current mediators (Advanced Mediation and Conflict Coaching) and Basic Mediation training for a new group if resources are available.

Line of Business # 2 (cont'd):

Workforce Development and Support

4. Respond to member agency requests for recruitment and retention assistance and offer Public Service Outreach services annually.
 - a. Support the Human Resource sub-committee to serve the broader FEB community.
 - b. Support OPM by delivering Workforce Development and Support information to our membership.
 - c. Assist local colleges and universities to market their job fairs, Federal Mix-n-Mingle events, panels, etc., to member agencies, and attend when possible.
 - d. Provide telework updates to our members.
 - e. Distribute job vacancy announcements to FEB member agencies and subcommittees when asked.

Line of Business # 3:

Intergovernmental and Interagency Collaboration and Community Outreach

This FEB Business Line is to advance local and national initiatives through intergovernmental and interagency collaboration and community outreach.

The Detroit FEB will:

1. Provide a forum for exchange of information
 - a. The FEB will host monthly Board meetings.
 - b. The FEB will host at least one Full Board meeting during the year and invite outside speakers to strengthen relationships with potential partners.
 - c. The Executive Director will conduct an annual Election of Officers.
 - d. The Executive Director will brief new Agency leaders on what the FEB represents, and how we can be used as a resource for interagency communication, collaboration, and coordination.
 - e. The FEB will host workshops and/or support groups on various common topics (ie: Resource Sharing, Veterans programs, Public Information Officers) when possible.

Line of Business # 3 (cont'd):

Intergovernmental and Interagency Collaboration and Community Outreach

2. Develop local coordinated approaches to program outcomes
 - a. The FEB will continue to take an active role in the CFC
 1. The Board will solicit for a local CFC Chairperson annually
 2. The Executive Director will be an active member of the LFCC
 3. The Executive Director will solicit for LFCC members when needed
 4. Members of the LFCC will attend the CFC National Workshop.
 5. The Executive Director will assist in recruiting Loaned Ambassadors
 6. The Executive Director will complete the annual CFC Audit, LFCC Report on PCFO Compliance, and submit to OPM as required.
 - b. The FEB will continue to partner with American Red Cross and sponsor four (4) blood drives in our host Federal building.
 1. The FEB will request that other members host blood drives in other locations when possible.
3. Communicate management initiatives
 - a. Distribute messages for local agencies that support their mission or advise of changes in process.
 - b. Support the FEHB program by hosting “service days” and an annual health fair to make new benefit information available to Federal employees.
 - c. FEB will support OPM initiatives such as Feds Feed Families, Feds Get Fit, and other programs that member agencies choose to support.
4. FEB Network Program Support
 - a. The FEB will submit a local operating plan and annual report to OPM.
 - b. The FEB will lend support to another FEB as requested.